

HORTICULTURIST

GRADE: 23

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Horticulturist performs difficult professional and intermediate administrative work involved in all live plantings City-wide including trees, flowers and shrubs. The class requires proactive and sometimes influential contacts with residents, contractors and boards and commissions. The work requires moderate and occasionally considerable physical effort involving lifting heavy objects and the work can be somewhat disagreeable at times due to weather conditions and pressure to meet deadlines. The work is subject to functional policies and goals under general managerial direction from the Superintendent of Parks. The incumbent is responsible for program development, service delivery and supervision of subordinate staff.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Directs and manages all aspects of City-wide horticultural programs including the tree planting contract, the annual flower installation for City parks, facilities and rights of ways, the integrated pest management program, the chemical lawn maintenance program, and the masonry repair program.
- Makes recommendations for changes or improvements in landscape plans. Determines and secures necessary resources. Meets with professional

consultants to discuss projects. Secures skilled trade personnel as appropriate. Coordinates projects with other divisions and government agencies.

- Evaluates and recommends the needs and corrective measures for City parks and facilities landscaped areas.
- Manages and inspects work of City lawn and garden contractors.
- Assists with the management of the mowing and weeding contract and the "Art in Public Places" landscape maintenance contract.
- Supervises the management of major horticultural areas. Sets standard for operation, quality, and maintenance of developed sites.
- Directs and supervises landscape crews on lawn, tree, flower, and shrub care, fertilizer, seeds, soil conditions, insects and disease pests, and other specific grounds maintenance and planting problems.
- Conducts hiring interviews, prepares and presents training classes, and provides on the job training; motivates employees toward realistic goal-setting and achievement of these goals; and initiates all disciplinary actions and personnel procedures, rules, regulations, etc.
- Keeps records of expenditures, and inventory of supplies and equipment. Reviews performance evaluations, accident reports, etc. prepared by subordinate staff. Writes administrative reports, budget expenditure reports, work reports, and special reports as required. Maintains state-required reports on pesticide application program. Operates microcomputer or manual system to maintain all records.
- Prepares and manages horticultural budget. Prepares and justifies annual budget requests for programs. Controls expenditures in accordance with approved budget.
- Develops requests for proposals and bid specifications for horticultural and landscape contract maintenance services. Evaluates bids. Inspects work of contractors and approves payments.
- Meets with other City crews, citizens, and government officials to identify needs, plan programs, and answer questions about horticultural programs. Investigates complaints and undertakes corrective action.
- Plans and coordinates landscaping capital improvements and reviews plans, designs, analyzes specifications, and determines scope and requirements.
- Diagnoses insect and disease pests on plants and turf as well as soil problems and implements proper controls to remedy undesirable conditions. Develops integrated pest management plan. I.P.M. consultant.
- Is involved in annual gypsy moth suppression program, i.e., surveys, spray block coordination, and public information.
- Reviews technical literature and attends professional conferences to identify new horticultural programs, methods, equipment, and plants which might be useful and to become familiar with new technology.
- Participates as a member of the parks management team.
- Manages the logistical aspects of special events such Hometown Holidays, Rotary Run, Antique and Classic Car Show, and Arbor Day. Required to provide staff and materials to support the events.

- Remains up-to-date and informed on the current practices and technology related to horticulture and grounds maintenance. Reviews technical literature, and attends conferences to identify new programs, methods, and equipment which might be useful for horticultural operations. Attends necessary recertification seminars to keep Maryland Department of Agriculture pesticide applicators certification valid.
- Researches and implements new planting projects as necessary.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a bachelor's degree in horticulture or a related field plus five years of relevant horticultural experience, two of which are the supervisory level of horticulture management. Must be certified by the State of Maryland Department of Agriculture for pesticide application within six months of employment. Must be able to obtain certification as a Maryland Nurseryman's Association's Certified Professional Horticulturist, certification as a Maryland Department of Natural Resources Tree Care Expert, and State of Maryland certification for erosion and sediment control. Must possess an appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Knowledge of turf, tree, shrubbery, flower cultures, fertilization, disease and pest diagnosis and control, and the alleviation of undesirable conditions.
- Knowledge of implementation procedures and practices to induce, create and maintain conditions conducive to wholesome plant vigor and growth.
- Knowledge of the occupational hazards and safety precautions for the proper use and operation of pesticides and equipment, including protection of the operators, co-workers, public and private property as well as the use and upkeep of incidental power tools and automotive equipment.
- Ability to become a certified professional horticulturist as defined by the Maryland Nurserymen's Association or equivalent certification.